



EMBARGOED DATA RELEASE LEADERSHIP AND STAFF

NONDISCLOSURE AGREEMENT

The Office of Standards, Assessment and Accountability (OSAA) in the Kentucky Department of Education (KDE) processes individual student data and generates reports to fulfill federal and state requirements. Until the public data release is completed by KDE, data and reports are **embargoed**.

During an embargo, district and school staff may discuss the data; however, **data cannot be shared in public meetings or by the media until public release.**

To protect the confidentiality and privacy of individual student data and the security of the summary data and reports, only authorized persons are permitted to view the data. Some of the authorized persons in the local school districts permitted access are the District Assessment Coordinator (DAC), Building Assessment Coordinator (BAC), Superintendent and Principal. Superintendents may permit other leadership roles and school staff to see the final data prior to public release.

Before accessing data and reports, the DAC(s) and each authorized person must commit to maintaining the security of the embargoed data by signing this Nondisclosure Agreement. The agreement permits discussion of the data between the DAC and other authorized persons.

The undersigned is a local school district employee authorized to view or discuss embargoed data. The undersigned agrees to the terms of this agreement restricting the disclosure of data and understands that this data is embargoed until publically released by the Kentucky Department of Education.

Print Name of Authorized Person

School/District

Signature

Date

Role